

LINDA LINGLE  
GOVERNOR



**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**


P.O. BOX 2121  
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Toll Free 1(800) 295-0089  
[www.eutf.hawaii.gov](http://www.eutf.hawaii.gov)

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**ADMINISTRATOR**  
JAMES WILLIAMS

November 4, 2009

TO: Department Heads  
Department Personnel Officers  
County Personnel Officers  
Employee Organizations

FROM: Jim Williams, Administrator 

SUBJECT: General Notice for Distribution to Employees

This is to inform you that the EUTF will not distribute the Active Employee Open Enrollment forms that are normally distributed during Open Enrollment and had been planned for distribution this week. Approximately 25,450 active employee forms were printed with incorrect enrollment information. An error in the logic of the computer program that created this year's forms caused the errors. The affected forms are for employees that made an election change and the EUTF processed that change from January 1, 2009 through mid September, 2009. The EUTF has determined that it is not feasible to correct these errors in time to be useful for the current Open Enrollment.

Enclosed is a general notice that should be distributed to employees rather than the regular Employee Open Enrollment form. We ask for your assistance to disseminate the notice to your employees by e-mail distribution or to direct your employees to the notice posted on the EUTF web site at [www.eutf.hawaii.gov](http://www.eutf.hawaii.gov).

We apologize for the inconvenience and confusion this may cause and ask for your patience during this challenging time.

Enclosure

**OPEN ENROLLMENT  
GENERAL NOTICE**



November 2009

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Aloha EUTF Employee-Beneficiary

**Due to a computer programming error, the Open Enrollment Notice normally generated prior to Open Enrollment (describing your enrollment and dependent status) will not be distributed this year.** Please review the Reference Guide for Actives to be routed to you through your employer and consider your current benefit plan enrollments. An electronic version of the guide, as well as Employer/Employee Contribution Rates for all bargaining units is available at [eutf.hawaii.gov](http://eutf.hawaii.gov). Video presentations for all plans may be viewed at [hleutf.org](http://hleutf.org) to assist in your decision making process for Plan Year 2010.

The Board of Trustees has added a new PPO medical plan option. The current 90/10 PPO plan will continue and will be administered only by HMA (Health Management Association). A new 80/20 PPO plan with lower premiums will be administered by HMSA (Hawaii Medical Services Association). Study your options before making a choice. If you currently are enrolled in the PPO plan with HMSA and you do not submit a Form EC-1, Enrollment Form for Active Employees to change to the 80/20 plan, you will continue to be enrolled in the 90/10 plan under HMA (not HMSA). Please see the table below. Note that you have the opportunity to enroll in a EUTF PPO medical plan only or the EUTF prescription drug plan only. Your dependents can either enroll in the same plans as you or choose not to enroll in one or more of those plans.

If you wish to continue with the same enrollments and plan designs you are currently enrolled in, no further action is necessary. Your plan elections will continue to be effective January 1, 2010 through June 30, 2010. If you have no changes to make to your health benefit and life insurance choices, do **not** submit a Form EC-1. If you would like to make any changes to your plan options, please complete a Form EC-1. A blank form has been included in the Reference Guide for Actives. Additional fillable forms may be downloaded from the EUTF website at [eutf.hawaii.gov](http://eutf.hawaii.gov) and also may be available through your personnel office. Please follow the instructions in the Reference Guide and return the form to your personnel office or designated health benefits coordinator for processing and routing by the **November 30, 2009** deadline. Please do not send the Form EC-1 directly to the EUTF. All forms must be reviewed, signed and transmitted to the EUTF by your Department Personnel Officer (DPO).

You also are eligible to make changes to your pre-tax premium deductions for Plan Year 2010 during this period. County employees should contact their financial offices for further instruction. State employees should contact the Department of Human Resources Development (DHRD) or access DHRD's website at [www.hawaii.gov/hrd/main/EEBenefits/TaxSavingsBenefits](http://www.hawaii.gov/hrd/main/EEBenefits/TaxSavingsBenefits).

**IMPORTANT:** If any of your dependents must be deleted from your plans due to divorce or becoming ineligible due to age restrictions or loss of student status, do not submit these deletions with your open enrollment changes. Please submit a separate Form EC-1 to delete any dependent(s) if applicable. Otherwise, the dependent(s) may not be eligible for COBRA continuation coverage.

What If:		Then:
Current Benefit Plan	Your Plan Effective January 1, 2010	
EUTF 90/10 PPO - HMSA	I do not submit the Form EC-1?	EUTF 90/10 PPO - HMA
EUTF 90/10 PPO - HMA	I do not submit the Form EC-1?	EUTF 90/10 PPO - HMA

What If:		Then:
Current Benefit Plan	You want to change your Plan to:	Do I need to submit the Form EC-1?
EUTF 90/10 PPO - HMSA	EUTF 80/20 PPO - HMSA	Yes
EUTF 90/10 PPO - HMA	EUTF 80/20 PPO - HMSA	Yes

What If:		Then:
Current Benefit Plan	You want to keep your same benefits:	Do I need to submit the Form EC-1?
EUTF 90/10 PPO - HMSA	EUTF 90/10 PPO - HMA	No
EUTF 90/10 PPO - HMA	EUTF 90/10 PPO - HMA	No

**Note: "90/10" or "80/20" refers to most benefits; see Reference Guide for Actives or Guide to Benefits for details.**